

# Improving Efficiency in Municipal Street and Public Lighting



## Memorandum of Agreement

between Efficiency Vermont and <sup>Montpelier</sup> (name of Municipality)

### Background

The *Improving Efficiency in Municipal Street & Public Lighting* program is designed to encourage municipalities to re-evaluate their present use of older, less efficient lighting technologies for street and public spaces and replace them with LED-type lighting systems. LED lighting can significantly reduce the costs of street and public lighting for municipalities, while reducing energy use and improving the municipal night-time environment.

For a limited time and in support of municipalities that may wish to pursue an LED upgrade, Efficiency Vermont has hired a professional engineering firm (contractor) to provide up to 12 hours of enhanced technical assistance to each municipality that is able to commit to develop an LED upgrade project before July 1, 2011. The task of developing a project will require a commitment from the municipality in the form of time and effort to: survey existing lighting, create a streetlight inventory, and ultimately prepare a final scope of work and budget. The purpose of this agreement is to identify roles and responsibilities for municipalities that are willing to commit the time and resources to develop a project. Only municipalities that sign this agreement will be eligible to receive the enhanced technical assistance from the contractor.

This technical assistance shall be offered cost-free to the first (10) municipalities that sign this Memorandum. Efficiency Vermont is willing to consider additional municipalities beyond the first (10) -- should they also sign the agreement. It is important to recognize that this agreement does not specifically require that the municipality implement and fund the project -- rather only to fully develop the project so that it can then be considered for funding or voter approval and implementation.

### Purpose

This purpose of this agreement is to delineate the respective roles and responsibilities between Efficiency Vermont and the Municipality of <sup>Montpelier</sup> (hereafter referred to as the Municipality) related to the "Improving Efficiency in Municipal Street & Public Space Lighting Program."

### Period of Performance

This agreement begins on (<sup>April</sup> 2011) and extends until (July 1, 2011).

### Respective Roles and Responsibilities

**Efficiency Vermont:** Efficiency Vermont, through its designated contractor, will provide overall guidance and enhanced technical assistance to the Municipality. Efficiency Vermont will:

- **Provide an Implementation Guide:** Efficiency Vermont has prepared a “Guide to Improving Efficiency in Municipal Street and Public Space Lighting” to guide the municipality through the process of developing an LED upgrade project.
- **Provide up to 12 hours of technical support:** to each municipality that signs this agreement to develop a project. This support may include:
  - Provide overall guidance and assistance to municipalities on the program details and coordination/management issues;
  - Guide municipalities on how to conduct a municipal-wide public lighting system evaluation and prepare a streetlighting inventory;
  - Assist towns in understanding utility tariffs and ownership issues;
  - Provide technical assistance to municipality on LED technology, controls, and product selection;
  - Guide municipalities on methods to eliminate unnecessary light fixtures; and,
  - Guide municipalities in developing a complete scope of work and budget for the project.
- Provide financial incentives to the Municipality for LED Street or Public Lighting Upgrades

### Municipality

Municipality will have overall responsibility for coordinating the implementation of the “Improving Efficiency in Municipal Street & Public Space Lighting Program” in their community. The Municipality will be responsible for:

- Organizing a town committee and/or group of individuals to develop a municipal street and public space lighting upgrade project, including development of a scope of work and project budget. The municipality is fully responsible for implementing the steps involved to develop the project, as identified in the guide “Improving Efficiency in Municipal Street and Public Space Lighting.”
- Ensure that the municipality completes all steps identified above by July 1, 2011.

### Contact Information

#### Efficiency Vermont

For additional program information and clarification, please contact:

Paul Markowitz  
Efficiency Vermont  
255 S. Champlain St.  
Burlington, VT 05401  
888 921 5990 X1108  
pmarkowitz@veic.org

Memorandum of Agreement between Efficiency Vermont and Municipality of Montpelier for the Improving Efficiency in Municipal Street and Public Lighting Program

**Municipality**

The principal contact for the Municipality is:

name, title: William Fraser  
municipality: City of Montpelier  
address: 39 Main Street Montpelier, VT 05602  
phone: 802-223-9502  
email address: wfraser@montpelier-vt.org

**Modification or Termination**

No changes, modifications, amendments or extensions in the terms and conditions of this Subcontract shall be effective unless reduced to writing and signed by the duly authorized representatives of VEIC and the Local Partner.

Any disputes or differences arising out of this Memorandum of Agreement which cannot be amicably settled between the parties shall be finally settled under the Rules of Conciliation and Arbitration of the American Arbitration Association by one or more arbitrators appointed in accordance with said Rules. The arbitration shall take place in Burlington, Vermont. Each party to the arbitration shall fully bear their own costs.

**Signed**

**Efficiency Vermont**

Jay Pilliod  
Name

Director BES  
Title

Jay Pilliod  
Signature

3/10/11  
Date

**(name of municipality)**

William J. Fraser, City Manager  
Name

\_\_\_\_\_  
Title

[Signature]  
Signature

3/11/11  
Date